



**HEADQUARTERS NEW JERSEY ARMY AND AIR NATIONAL GUARD
NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
3650 SAYLORS POND ROAD
FORT DIX, NEW JERSEY 08640-7600**

ARMY BULLETIN NO. 3

7 January 2003

**SAFETYGRAM 03-03
NJARNG ACCIDENT REPORTING PROCEDURES (SAAO-SOHM)**

1. References:

- a. AR 385-40, Accident Reporting And Records, 1 November 1994
- b. DA PAM 385-40, Army Accident Investigation And Reporting, 1 November 1994
- c. AR 190-40, Serious Incident Report, 30 November 1993
- d. NJARNG 385-10, NJARNG Safety and Occupational Health Program, 1 February 1992

2. The procedures outlined below are to be followed in the event of a personal injury or material damage accident involving NJARNG personnel or equipment:

a. 1ST PERSON ON SCENE

- (1) Render 1st aid to injured parties if applicable.
- (2) Take steps to prevent another accident at the scene.
- (3) If at Pickett, A.P. Hill, Drum or Ft. Dix, follow instructions on Medical Evacuation Procedure Card: Pickett, A.P Hill – *Yellow*; Ft. Drum – *Green*; Ft. Dix - *Blue*
- (4) Notify police. (911), if necessary.
- (5) Report Accident to 108TH ARW Command Post at 1-800-241-5727.
- (6) DO NOT sign any papers or make any statements as to who was at fault (However give factual account of what happened to the investigating officer).

b. UNIT RESPONSIBILITIES

- (1) Ensure 108TH ARW Command Post has been notified, 1-800-241-5727.
- (2) For Class A and B accidents:
 - (a) Immediately complete Serious Incident Report (SIR) IAW AR 190-40 and email/FAX to HLS/JOC.
 - (b) Immediately complete Telephonic Notification Form (AR 385-40) and contact the Safety and Occupational Health Office (SAAO-SOHM) with information.
 - (c) Once an accident is determined to be Class A or B the U.S. Army Safety Center (USASC), Fort Rucker will decide whether they will conduct a Centralized Accident Investigation (CAI) or the State will conduct a Installation-Level Accident Investigation (IAI). Following either investigation, DA FORM 285, U.S. Army Ground Accident Report, will be forwarded, through command channels to the SAAO-SOHM, NGB-AVS and USASC, within 90 days.

(3) Class C & D accidents, DA FORM 285AB-R, U.S. Army Abbreviated Ground Accident Report (AGAR) will be forwarded, through command channels to SAAO-SOHM within 30 days.

(4) Process LOD's IAW NJARNG LOD Reporting Guide.

(5) Complete accident forms for vehicular accidents and forward to G4-SMM IAW published guidelines.

c. HLS/JOC RESPONSIBILITIES

(1) Class A and B accidents. Immediate notification.

(a) Telephonically notify CofS, SAAO (aviation incident), SAAO-SOHM, and applicable MSC.

(b) Notify G1-HSS (personal injury), G4-SMM (equipment damage).

(c) A copy of the Serious Incident Report (SIR) will be emailed or faxed to all above-mentioned offices upon completion.

(2) Class C and D accidents.

(a) Notify CofS, SAAO-SOHM, MSC, SAAO (aviation incident), G1-HSS (personal injury), G4-SMM (equipment damage) as soon as possible.

(b) Notification may be sent telephonically.

(c) A copy of the Incident Report will be emailed or faxed to all above-mentioned offices upon completion.

3. To further clarify these procedures, a flow chart is attached as enclosure 1.

4. This Army Bulletin supercedes TAG Policy Letter 00-05.

5. POC: WO1 Frank Albanese (609) 530-4752 or DSN 445-9221.

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NJARNG ACCIDENT REPORTING FLOW CHART

